SEBASTIAN COUNTY JUDGE
Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901
(479) 784-1502 Fax (479) 784-1550

July 24, 2013

NOTICE TO: Qualified Bidders

SUBJECT: Request for Proposal, Bid Number SC – 1308A

Sebastian County is interested in receiving sealed written proposals for furnishing the products/services specified in the attached Request for Proposal (RFP). Complete details regarding the products and/or services required by the County, and instructions for participating in the bid process, are included in the attached bid package.

Bids must be received by the time and date indicated in the RFP. Bids received after the time and date set for opening will not be considered.

Bidders who do not wish to submit bids must submit a "No Bid" to continue to be eligible for retention on the Bid List. The Bid List is periodically reviewed and bidders who have not responded to proposal requests are deleted.

If you are interested in submitting a bid, please be sure that the requirements of the RFP are completed since failure to meet the requirements could cause your bid to be rejected.

Any questions regarding the Bid Invitation should be directed to the Purchasing Department, (479) 784-1502.

J. Scott Stubblefield
Assistant County Administrator Purchasing/Facilities
Sebastian County, Arkansas

Attach: RFP

REQUEST FOR PROPOSAL

Sebastian County, Arkansas

COVER SHEET **SECTION I**

BID NUMBER: SC-1308A

TITLE: Greenwood Rural Fire Department Building Addition

OPENING: DATE: August 6, 2013
TIME: 2:00 P.M.
PLACE: Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas

MAIL SEALED PROPOSALS TO: County Judge's Office
Sebastian County Purchasing Dept.
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901

ON OUTSIDE OF PROPOSAL SHOW:
(1) Return address
(2) Bid opening date
(3) Bid number & title

BIDDER MUST COMPLETE THE FOLLOWING INFORMATION:

NAME OF BIDDER: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX Number: _____

INSTRUCTIONS:

1. Lump Sum prices and extensions are required on proposal form.
2. **Return three copies of the entire bid package and any other documents required by the specifications.**
3. Proposals must be signed to be accepted.
4. Any trade discounts should be deducted and net prices shown.
5. Bidder must guarantee product(s) offered will meet or exceed specifications contained in this Request for Proposals.
6. Bidding procedures will be in compliance with Arkansas Laws.
7. **QUOTE:** F.O.B. destination.
8. **TERMS:** Net 60 days.

PROPOSAL FORM

BID NO. SC-1308A **SECTION II**

We, the undersigned, agree to furnish the products and/or services indicated below in accordance with the specifications and conditions contained herein, at the bid price shown.

It is expressly agreed and understood by and between the parties hereto, and is made a condition precedent to the entering into of any purchase agreement resulting from this invitation to bid, that the County Judge, Sebastian County, shall determine any and all questions or disputes which may arise concerning conformity to the specifications and conditions, and proposals; and the quantity, suitability, and acceptability of all items to be furnished hereunder; and his decision as to such matters shall be final, binding, and conclusive upon the parties hereto.

That this Request for Proposal and proposals submitted hereunder shall be governed by the laws of the State of Arkansas.

We, the undersigned, affirm that this proposal is made on behalf of the undersigned, and is made without collusion on the part of any person, firm or corporation; and that the conditions and other provisions have been carefully examined and are agreed to.

Greenwood Rural Fire Dept.
Building Addition: **Total Price** _____

Written Amount $_____

Alternate Deduct for Concrete Approach $_____

Contractor's License No. _____

Exceptions to specifications: NO____ YES____ (Attach itemized list)

From:_____ **Signature:** _____
(Vendor) (Printed name & signature)

Date: _____ **Title:** _____

SUPPLEMENTARY GENERAL CONDITIONS SC-1308A SECTION III

1. Bids must be received no later than the date and time set for bid opening. **Bids must be sealed**. Bids may be withdrawn, modified or corrected by the bidder after it has been submitted provided a written request to do so is filed with the County Judge prior to the time set for opening the bid. Telegrams or letters received prior to the time set for opening the bids will be accepted and attached to the unopened bid, and the bid will be considered withdrawn, modified, corrected, or otherwise changed accordingly. **NO BID MAY BE WITHDRAWN, MODIFIED, CORRECTED, OR OTHERWISE CHANGED AFTER THE TIME SET FOR OPENING THE BIDS.**

2. Specifications are designed to describe the type and quality of the product/services desired by the County. They are not intended to restrict bidding on any like product/service of equal or higher quality. Any exceptions to the specifications must be noted on a separate sheet by reference to the item number in the specifications where the exception is taken. If no exceptions are submitted with the Proposal, and accepted by the County, bidders will be expected to comply with the specifications. Products and/or services will be inspected for compliance prior to acceptance.

3. Prices quoted will be considered net prices unless otherwise stated by the bidder in the proposal. Bid prices must remain firm for 90 days unless otherwise stated in the specifications.

4. It shall be understood and agreed that any material or product purchased under this bid shall be new and in first class condition unless otherwise stated in or required by the bid invitation.

5. Bid bonds are required. See General Specifications.

6. **Bid Proposals must be signed to be accepted.** Signature must be that of the individual authorized to obligate the bidder who is submitting the bid or proposal.

7. The County is exempt from Federal Excise Taxes and such taxes shall not be included in the bid price. Documentation will be furnished where required.

8. BIDS WILL BE EVALUATED BASED UPON COMPLIANCE WITH THE SPECIFICATIONS, BID PRICE, APPLICABILITY AND SUITABILITY OF THE PRODUCT/SERVICES BEING OFFERED, PRODUCT AND VENDOR RELIABILITY, WARRANTY, DELIVERY TIME, AND SUCH OTHER FACTORS DEEMED APPROPRIATE TO ASSURE THE COUNTY RECEIVES A QUALITY PRODUCT MOST ADVANTAGEOUS TO THE COUNTY.

9. Assignment of any part or all of payments accruing under contracts or purchase agreements resulting from this Invitation to Bid will not be authorized. Payment shall only be made to the Contractor or vendor with whom the order is placed.

10. Applicants shall adhere to all state laws concerning procurement of services, provided that such procurement conforms to applicable federal laws and standards.

11. Bidders must comply with requirements of the Contractors Licensing Law (Act 150, 1965) and all Bonds shall comply with Arkansas Statutory Performance and Payment Bond Law, Act 351 of 1953, as amended by Act 209 of 1957.

12. The County reserves the right to accept part or all of any specific bid or bids, and to accept any bid or bids with or without trade-in whichever is most advantageous to the County.

13. The Sebastian County Judge reserves the right to reject any or all bids/proposals, to accept any deemed most advantageous to the County, and to waive any formalities.

14. Attention of bidders is particularly called to the requirements as to conditions of employment to be observed. Bidders are advised that Arkansas State Department of Labor Prevailing Wage Rates **may** apply to this project should the base bid for all labor and materials reach the $75,000 amount specified by State Law.

A. GENERAL SPECIFICATIONS

1. Bidders shall provide complete details of work being proposed including drawings if any deviations from the proposed work are included in your bid.

2. **Notification of intent to bid**. Vendors must notify, in writing, the Purchasing Department of their intent to bid and their intent to attend the scheduled site visit.

3. **BONDS:** A performance and payment bond in an amount equal to the contract will be required per Title 18-44-503 of the Arkansas Code. Bond shall be furnished no later than ten (10) days after notice of award. In addition, a corporate bid bond (or cashier's check drawn upon a bank or trust company doing business in Arkansas) in the amount of 5% of the bid is required to be submitted with this bid. Bond shall be executed by a solvent corporate surety company authorized to do business in the State of Arkansas. The bond shall be conditioned that the contractor shall faithfully perform his contract and shall pay all indebtedness for labor and materials furnished or performed in the project. Performance Bond date can not be earlier than the contract date.

4. **INSURANCE:** A certificate of Insurance for liability covering the Contractor & Owner shall be supplied by the Contractor prior to the start of work. Insurance shall be effective for the time coverage of the contract. Minimum coverage shall be $1,000,000.00.

5. **PERMITS:** The Contractor shall procure and pay for all required permits and invoice the Owner in the same amounts. Receipts shall be forwarded to Owner with the invoice.

6. **PROJECT OFFICER**: Duane Logsdon (479) 221-6800

7. **PAYMENT: Partial** payment may be made for completed work after 30 days. Final payment shall be made lump sum within 30 days after receipt of all invoices as specified in the contract following completion and acceptance of work.

8. Contractor must be licensed in the State of Arkansas. License number shall be stated on the Proposal Form in the space provided.

B. SPECIFICATIONS

1. **BUILDING:**
Supply and erect 40x30x14 Addition to building. New construction to match existing in color, style, insulation, gauges, and trims, etc. The Addition must include liner panel to match and one commercial grade 3' x 7' door keyed to match existing. Paint to be a minimum of 50% Kynar finish with factory prime coat on all structural steel. Contractor must pre-treat site for termites.

NOTE: It will be contractor's responsibility to verify the above.

2. **OVERHEAD DOORS:** Two 12x12 steel backed insulated overhead doors installed with auto openers like existing.

3. **SLAB ON GRADE:** 40X30X8" 3,500 psi concrete slab with #3 rebar mat on 2' centers. 12"x12" turndown footer with 3 #4 rebar reinforcing around perimeter, 12"x48" load bearing piers under columns, and 6 mil plastic under slab as a vapor barrier. Floor to include four floor drains to match existing stubbed outside new slab.

4. **CONCRETE APPROACH:** 30X30X8" 3,500 psi concrete with four 8" pipe bollards to match existing (See Section II. Bid is Alternate Deduct)

5. **PUBLIC UTILITIES:** The Contractor shall take necessary precaution to protect all utilities located in the work areas. Repairs to damaged utilities caused by the Contractor will be corrected at the Contractor's expense. The damaged facilities shall be restored to a condition similar or equal to that existing before the damage occurred.

   The Contractor shall contact the various utility companies through Arkansas One-Call Center, (800) 482-8998, no less than two (2) working days and no more than ten (10) days prior to beginning work to have them locate their facilities within the proposed areas of work.

6. **BUILDING PERMIT:** See General Specifications.

7. **PERFORMANCE AND PAYMENT BOND PREMIUM:** See General Specifications.